

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0587633

Date Posted: 03/25/13

POSITION NO: 211449

Closing Date: 04/05/13

CLASS CODE: 1218

POSITION TITLE: Park Manager

DEPARTMENT NAME: Navajo Parks & Recreation Department - Monument Valley Tribal Park

DEPARTMENT NO: 58 WORKSITE LOCATION: Monument Valley, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R640A

Days: Mon-Fri

Permanent: ☒

SALARY:

Hours: 8am-5pm

Temporary: ☐

Duration: \$ 38,084.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty providing on-site management and administration of large park operations within the Navajo Nation; supervises assigned staff; plans, directs and manages the overall operations of Monument Valley Tribal Park including maintenance, park protection, interpretation and fee collection activities; development and administration of short and long term plans and annual budget, accounting and expenditure controls; develops and implements internal control mechanisms, procedures and guidelines; develops and evaluates goals and objectives; assures effective park operations are in accordance with applicable standards, policies and procedures; develop necessary Park Policies.

Supervises, assigns and reviews work of assigned staff; oversees personnel matters, staffing and employee development; conducts employee performance appraisals and takes appropriate action when needed; communicates park activities through reports, presentations and meetings; provides technical assistance on implementing service activities, interpreting relevant policies, procedures and standards; conducts research and analysis of proposed park services; attends meetings; represents park/department in both public and private meetings.

Establishes and maintains business relationships with tour operations, commercial filming companies, tribal officials, governmental representatives and the public; performs diverse administrative duties including writing of correspondence and reports, approving and processing forms, development of proposals and presentations and special assignments as required; procures office and operational supplies and equipment and performs related work as required.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Parks and Recreation, Leisure Service Management or closely related field; and

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Experience:

Four (4) years of park operations related experience, two (2) of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves a minimum of physical effort primarily in an office setting with occasional work in the parks or remote work sites.

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of parks and recreation administration, supervision and personnel management procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations and workplace safety related to park operations; knowledge of budget, cash collection and reporting systems, service delivery analysis, short and long range planning and performance measures; knowledge of park operational and maintenance needs, organizational mission and client service requirements; skills in researching and developing documents and reports, managing staff and complex internal relationships, maintain open communication and effective working relationships, provide advice and direction to staff; skill in analysis and evaluation of information to arrive at sound conclusions and recommendations; skill in interpretation and analysis of legal and quasi-legal documents including tribal, federal and state regulations related to park operations; ability to converse fluently in Navajo Language.

License/Certification Requirements:

Must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 02-24-04